

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN III

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Fiscal Services Specialist II, III or Accounting Manager

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Two (2) years of general accounting experience. Completion of six semester hours in accounting from an accredited college or university may substitute for up to one year of the required experience, with the equation being three semester hours equaling six months' experience.

PREFERRED QUALIFICATIONS: Experience with State of Arizona automated accounting (AFIS). Experience with school accounting complications and requirements. Ability to communicate using sign language.

MAJOR DUTIES AND RESPONSIBILITIES: Monitors and audits fiscal transactions for compliance with federal and state regulations, procurement procedures, and approves disbursement of funds. Reviews records and does forecasts of available funds, anticipates expenditures, and projects data. Makes entries to and revisions of agency accounts. Maintains ledger accounts for all transactions on an ongoing basis. Reviews fiscal documents and verifies for accuracy, time lines, proper preparation, and compliance with state travel and other guidelines. Confers periodically with supervisor, presenting and resolving difficult problems or questions, and with Finance Manager as requested.

SPECIAL REQUIREMENTS/CONDITIONS: Must pass a beginning sign language course at completion of probation; must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Classified</u>	Grade: <u>08</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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